

Payroll Period	Effective Dates	Check Date	Automated Interface Cutoff	On-Line Transactions Cutoff*	Time Entry File Submission Date	On-line Deductions, Taxes, Direct Deposit	Electronic Certification Submission Date	On - Line Back End Splits Submission Begin/End dates	Reports/ Files Available
Inst 1 Lag	3/31-4/13	4/28/16	<b>4/11/16</b>	<b>4/12/16</b>	<b>4/12/16</b>	4/15/16	4/19/16	4/21 noon-4/22	4/22/16
Inst 2 Curr	4/14-4/27	4/28/16	<b>4/11/16</b>	<b>4/12/16</b>	<b>4/12/16</b>	4/15/16	4/19/16	4/21 noon-4/22	4/22/16
Admin 1 Lag	4/7-4/20	5/4/16	<b>4/18/16</b>	<b>4/19/16</b>	<b>4/19/16</b>	4/22/16	4/26/16	4/28 noon-4/29	4/29/16
Admin 2 Curr	4/21-5/4	5/4/16	<b>4/18/16</b>	<b>4/19/16</b>	<b>4/19/16</b>	4/22/16	4/26/16	4/28 noon-4/29	4/29/16
Inst 2 Lag	4/14-4/27	5/12/16	4/26/16	4/27/16	4/27/16	4/29/16	5/3/16	5/5 noon-5/6	5/6/16
Inst 3 Curr	4/28-5/11	5/12/16	4/26/16	4/27/16	4/27/16	4/29/16	5/3/16	5/5 noon-5/6	5/6/16
Admin 2 Lag	4/21-5/4	5/18/16	5/3/16	5/4/16	5/4/16	5/6/16	5/10/16	5/12 noon-5/13	5/13/16
Admin 3 Curr	5/5-5/18	5/18/16	5/3/16	5/4/16	5/4/16	5/6/16	5/10/16	5/12 noon-5/13	5/13/16
Inst 3 Lag	4/28-5/11	5/26/16	<b>5/9/16</b>	<b>5/10/16</b>	<b>5/10/16</b>	5/13/16	5/17/16	5/19 noon-5/20	5/20/16
Inst 4 Curr	5/12-5/25	5/26/16	<b>5/9/16</b>	<b>5/10/16</b>	<b>5/10/16</b>	5/13/16	5/17/16	5/19 noon-5/20	5/20/16
Admin 3 Lag	5/5-5/18	6/1/16	5/17/16	5/18/16	5/18/16	5/20/16	5/24/16	5/26 noon-5/27	5/27/16
Admin 4 Curr	5/19-6/1	6/1/16	5/17/16	5/18/16	5/18/16	5/20/16	5/24/16	5/26 noon-5/27	5/27/16
Inst 4 Lag	5/12-5/25	6/9/16	<b>5/23/16</b>	<b>5/24/16</b>	<b>5/24/16</b>	5/27/16	5/31/16	6/2 noon-6/3	6/3/16
Inst 5 Curr	5/26-6/8	6/9/16	<b>5/23/16</b>	<b>5/24/16</b>	<b>5/24/16</b>	5/27/16	5/31/16	6/2 noon-6/3	6/3/16
Admin 4 Lag	5/19-6/1	6/15/16	5/31/16	6/1/16	6/1/16	6/3/16	6/7/16	6/9 noon-6/10	6/10/16
Admin 5 Curr	6/2-6/15	6/15/16	5/31/16	6/1/16	6/1/16	6/3/16	6/7/16	6/9 noon-6/10	6/10/16
Inst 5 Lag	5/26-6/8	6/23/16	6/7/16	6/8/16	6/8/16	6/10/16	6/14/16	6/16 noon-6/17	6/17/16
Inst 6 Curr	6/9-6/22	6/23/16	6/7/16	6/8/16	6/8/16	6/10/16	6/14/16	6/16 noon-6/17	6/17/16
Admin 5 Lag	6/2-6/15	6/29/16	6/14/16	6/15/16	6/15/16	6/17/16	6/21/16	6/23 noon-6/24	6/24/16
Admin 6 Curr	6/16-6/29	6/29/16	6/14/16	6/15/16	6/15/16	6/17/16	6/21/16	6/23 noon-6/24	6/24/16
Inst 6 Lag	6/9-6/22	7/7/16	6/21/16	6/22/16	6/22/16	6/24/16	6/28/16	6/30 noon-7/1	7/1/16
Inst 7 Curr	6/23-7/6	7/7/16	6/21/16	6/22/16	6/22/16	6/24/16	6/28/16	6/30 noon-7/1	7/1/16
Admin 6 Lag	6/16-6/29	7/13/16	<b>6/27/16</b>	<b>6/28/16</b>	<b>6/28/16</b>	7/1/16	7/5/16	7/7 noon-7/8	7/8/16
Admin 7 Curr	6/30-7/13	7/13/16	<b>6/27/16</b>	<b>6/28/16</b>	<b>6/28/16</b>	7/1/16	7/5/16	7/7 noon-7/8	7/8/16
Inst 7 Lag	6/23-7/6	7/21/16	7/5/16	7/6/16	7/6/16	7/8/16	7/12/16	7/14 noon-7/15	7/15/16
Inst 8 Curr	7/7-7/20	7/21/16	7/5/16	7/6/16	7/6/16	7/8/16	7/12/16	7/14 noon-7/15	7/15/16
Admin 7 Lag	6/30-7/13	7/27/16	7/12/16	7/13/16	7/13/16	7/15/16	7/19/16	7/21 noon-7/22	7/22/16
Admin 8 Curr	7/14-7/27	7/27/16	7/12/16	7/13/16	7/13/16	7/15/16	7/19/16	7/21 noon-7/22	7/22/16

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Inst 8 Lag	7/7-7/20	8/4/16	7/19/16	7/20/16	7/20/16	7/22/16	7/26/16	7/28 noon-7/29	7/29/16
Inst 9 Curr	7/21-8/3	8/4/16	7/19/16	7/20/16	7/20/16	7/22/16	7/26/16	7/28 noon-7/29	7/29/16
Admin 8 Lag	7/14-7/27	8/10/16	7/26/16	7/27/16	7/27/16	7/29/16	8/2/16	8/4 noon-8/5	8/5/16
Admin 9 Curr	7/28-8/10	8/10/16	7/26/16	7/27/16	7/27/16	7/29/16	8/2/16	8/4 noon-8/5	8/5/16
Inst 9 Lag	7/21-8/3	8/18/16	8/2/16	8/3/16	8/3/16	8/5/16	8/9/16	8/11 noon-8/12	8/12/16
Inst 10 Curr	8/4-8/17	8/18/16	8/2/16	8/3/16	8/3/16	8/5/16	8/9/16	8/11 noon-8/12	8/12/16
Admin 9 Lag	7/28-8/10	8/24/16	8/9/16	8/10/16	8/10/16	8/12/16	8/16/16	8/18 noon-8/19	8/19/16
Admin 10 Curr	8/11-8/24	8/24/16	8/9/16	8/10/16	8/10/16	8/12/16	8/16/16	8/18 noon-8/19	8/19/16
Inst 10 Lag	8/4-8/17	9/1/16	8/16/16	8/17/16	8/17/16	8/19/16	8/23/16	8/25 noon-8/26	8/26/16
Inst 11 Curr	8/18-8/31	9/1/16	8/16/16	8/17/16	8/17/16	8/19/16	8/23/16	8/25 noon-8/26	8/26/16
Admin 10 Lag	8/11-8/24	9/7/16	8/23/16	8/24/16	8/24/16	8/26/16	8/30/16	9/1 noon-9/2	9/2/16
Admin 11 Curr	8/25-9/7	9/7/16	8/23/16	8/24/16	8/24/16	8/26/16	8/30/16	9/1 noon-9/2	9/2/16
Inst 11 Lag	8/18-8/31	9/15/16	<b>8/29/16</b>	<b>8/30/16</b>	<b>8/30/16</b>	9/2/16	9/6/16	9/8 noon-9/9	9/9/16
Inst 12 Curr	9/1-9/14	9/15/16	<b>8/29/16</b>	<b>8/30/16</b>	<b>8/30/16</b>	9/2/16	9/6/16	9/8 noon-9/9	9/9/16
Admin 11 Lag	8/25-9/7	9/21/16	9/6/16	9/7/16	9/7/16	9/9/16	9/13/16	9/15 noon-9/16	9/16/16
Admin 12 Curr	9/8-9/21	9/21/16	9/6/16	9/7/16	9/7/16	9/9/16	9/13/16	9/15 noon-9/16	9/16/16
Inst 12 Lag	9/1-9/14	9/29/16	9/13/16	9/14/16	9/14/16	9/16/16	9/20/16	9/22 noon-9/23	9/23/16
Inst 13 Curr	9/15-9/28	9/29/16	9/13/16	9/14/16	9/14/16	9/16/16	9/20/16	9/22 noon-9/23	9/23/16
Admin 12 Lag	9/8-9/21	10/5/16	9/20/16	9/21/16	9/21/16	9/23/16	9/27/16	9/29 noon-9/30	9/30/16
Admin 13 Curr	9/22-10/5	10/5/16	9/20/16	9/21/16	9/21/16	9/23/16	9/27/16	9/29 noon-9/30	9/30/16
Inst 13 Lag	9/15-9/28	10/13/16	9/27/16	9/28/16	9/28/16	9/30/16	10/4/16	10/6 noon-10/7	10/7/16
Inst 14 Curr	9/29-10/12	10/13/16	9/27/16	9/28/16	9/28/16	9/30/16	10/4/16	10/6 noon-10/7	10/7/16
Admin 13 Lag	9/22-10/5	10/19/16	<b>10/3/16</b>	<b>10/4/16</b>	<b>10/4/16</b>	10/7/16	10/11/16	10/13 noon-10/14	10/14/16
Admin 14 Curr	10/6-10/19	10/19/16	<b>10/3/16</b>	<b>10/4/16</b>	<b>10/4/16</b>	10/7/16	10/11/16	10/13 noon-10/14	10/14/16

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Inst 14 Lag	9/29-10/12	10/27/16	10/11/16	10/12/16	10/12/16	10/14/16	10/18/16	10/20 noon-10/21	10/21/16
Inst 15 Curr	10/13-10/26	10/27/16	10/11/16	10/12/16	10/12/16	10/14/16	10/18/16	10/20 noon-10/21	10/21/16
Admin 14 Lag	10/6-10/19	11/2/16	10/18/16	10/19/16	10/19/16	10/21/16	10/25/16	10/27 noon-10/28	10/28/16
Admin 15 Curr	10/20-11/2	11/2/16	10/18/16	10/19/16	10/19/16	10/21/16	10/25/16	10/27 noon-10/28	10/28/16
Inst 15 Lag	10/13-10/26	11/10/16	10/25/16	10/26/16	10/26/16	10/28/16	11/1/16	11/3 noon-11/4	11/4/16
Inst 16 Curr	10/27-11/9	11/10/16	10/25/16	10/26/16	10/26/16	10/28/16	11/1/16	11/3 noon-11/4	11/4/16
Admin 15 Lag	10/20-11/2	11/16/16	11/1/16	11/2/16	11/2/16	11/4/16	11/8/16	<b>11/10 Noon</b>	11/11/16
Admin 16 Curr	11/3-11/16	11/16/16	11/1/16	11/2/16	11/2/16	11/4/16	11/8/16	<b>11/10 Noon</b>	11/11/16
Inst 16 Lag	10/27-11/9	<b>11/23/16</b>	<b>11/7/16</b>	<b>11/8/16</b>	<b>11/8/16</b>	<b>11/10/16</b>	11/15/16	11/17 noon-11/18	11/18/16
Inst 17 Curr	11/10-11/23	<b>11/23/16</b>	<b>11/7/16</b>	<b>11/8/16</b>	<b>11/8/16</b>	<b>11/10/16</b>	11/15/16	11/17 noon-11/18	11/18/16
Admin 16 Lag	11/3-11/16	11/30/16	<b>11/14/16</b>	<b>11/15/16</b>	<b>11/15/16</b>	11/18/16	<b>11/21/16</b>	<b>11/25</b>	11/25/16
Admin 17 Curr	11/17-11/30	11/30/16	<b>11/14/16</b>	<b>11/15/16</b>	<b>11/15/16</b>	11/18/16	<b>11/21/16</b>	<b>11/25</b>	11/25/16
Inst 17 Lag	11/10-11/23	12/8/16	11/22/16	11/23/16	11/23/16	11/25/16	11/29/16	12/1 noon-12/2	12/2/16
Inst 18 Curr	11/24-12/7	12/8/16	11/22/16	11/23/16	11/23/16	11/25/16	11/29/16	12/1 noon-12/2	12/2/16
Admin 17 Lag	11/17-11/30	12/14/16	11/29/16	11/30/16	11/30/16	12/2/16	12/6/16	12/8 noon-12/9	12/9/16
Admin 18 Curr	12/1-12/14	12/14/16	11/29/16	11/30/16	11/30/16	12/2/16	12/6/16	12/8 noon-12/9	12/9/16
Inst 18 Lag	11/24-12/7	12/22/16	12/6/16	12/7/16	12/7/16	12/9/16	12/13/16	12/15 noon-12/16	12/16/16
Inst 19 Curr	12/8-12/21	12/22/16	12/6/16	12/7/16	12/7/16	12/9/16	12/13/16	12/15 noon-12/16	12/16/16
Admin 18 Lag	12/1-12/14	12/28/16	12/13/16	12/14/16	12/14/16	12/16/16	12/20/16	12/22 noon-12/23	12/23/16
Admin 19 Curr	12/15-12/28	12/28/16	12/13/16	12/14/16	12/14/16	12/16/16	12/20/16	12/22 noon-12/23	12/23/16
Inst 19 Lag	12/8-12/21	1/5/17	<b>12/19/16</b>	<b>12/20/16</b>	<b>12/20/16</b>	12/23/16	12/27/16	12/29 noon-12/30	12/30/16
Inst 20 Curr	12/22-1/4	1/5/17	<b>12/19/16</b>	<b>12/20/16</b>	<b>12/20/16</b>	12/23/16	12/27/16	12/29 noon-12/30	12/30/16
Admin 19 Lag	12/15-12/28	1/11/17	12/27/16	<b>12/27/16</b>	<b>12/27/16</b>	12/30/16	1/3/17	1/5 noon-1/6	1/6/17
Admin 20 Curr	12/29-1/11	1/11/17	12/27/16	<b>12/27/16</b>	<b>12/27/16</b>	12/30/16	1/3/17	1/5 noon-1/6	1/6/17
Inst 20 Lag	12/22-1/4	1/19/17	1/3/17	<b>1/3/17</b>	<b>1/3/17</b>	1/6/17	1/10/17	1/12 noon-1/13	1/13/17
Inst 21 Curr	1/5-1/18	1/19/17	1/3/17	<b>1/3/17</b>	<b>1/3/17</b>	1/6/17	1/10/17	1/12 noon-1/13	1/13/17
Admin 20 Lag	12/29-1/11	1/25/17	<b>1/9/17</b>	<b>1/10/17</b>	<b>1/10/17</b>	1/13/17	1/17/17	1/19 noon-1/20	1/20/17
Admin 21 Curr	1/12-1/25	1/25/17	<b>1/9/17</b>	<b>1/10/17</b>	<b>1/10/17</b>	1/13/17	1/17/17	1/19 noon-1/20	1/20/17

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Inst 21 Lag	1/5-1/18	2/2/17	1/17/17	1/18/17	1/18/17	1/20/17	1/24/17	1/26 noon-1/27	1/27/17
Inst 22 Curr	1/19-2/1	2/2/17	1/17/17	1/18/17	1/18/17	1/20/17	1/24/17	1/26 noon-1/27	1/27/17
Admin 21 Lag	1/12-1/25	2/8/17	1/24/17	1/25/17	1/25/17	1/27/17	1/31/17	2/2 noon-2/3	2/3/17
Admin 22 Curr	1/26-2/8	2/8/17	1/24/17	1/25/17	1/25/17	1/27/17	1/31/17	2/2 noon-2/3	2/3/17
Inst 22 Lag	1/19-2/1	2/16/17	1/31/17	2/1/17	2/1/17	2/3/17	2/7/17	2/9 noon-2/10	2/10/17
Inst 23 Curr	2/2-2/15	2/16/17	1/31/17	2/1/17	2/1/17	2/3/17	2/7/17	2/9 noon-2/10	2/10/17
Admin 22 Lag	1/26-2/8	2/22/17	2/7/17	2/8/17	2/8/17	2/10/17	2/14/17	2/16 noon-2/17	2/17/17
Admin 23 Curr	2/9-2/22	2/22/17	2/7/17	2/8/17	2/8/17	2/10/17	2/14/17	2/16 noon-2/17	2/17/17
Inst 23 Lag	2/2-2/15	3/2/17	<b>2/13/17</b>	<b>2/14/17</b>	<b>2/14/17</b>	2/17/17	2/21/17	2/23 noon-2/24	2/24/17
Inst 24 Curr	2/16-3/1	3/2/17	<b>2/13/17</b>	<b>2/14/17</b>	<b>2/14/17</b>	2/17/17	2/21/17	2/23 noon-2/24	2/24/17
Admin 23 Lag	2/9-2/22	3/8/17	2/21/17	2/22/17	2/22/17	2/24/17	2/28/17	3/2 noon-3/3	3/3/17
Admin 24 Curr	2/23-3/8	3/8/17	2/21/17	2/22/17	2/22/17	2/24/17	2/28/17	3/2 noon-3/3	3/3/17
Inst 24 Lag	2/16-3/1	3/16/17	2/28/17	3/1/17	3/1/17	3/3/17	3/7/17	3/9 noon-3/10	3/10/17
Inst 25 Curr	3/2-3/15	3/16/17	2/28/17	3/1/17	3/1/17	3/3/17	3/7/17	3/9 noon-3/10	3/10/17
Admin 24 Lag	2/23-3/8	3/22/17	3/7/17	3/8/17	3/8/17	3/10/17	3/14/17	3/16 noon-3/17	3/17/17
Admin 25 Curr	3/9-3/22	3/22/17	3/7/17	3/8/17	3/8/17	3/10/17	3/14/17	3/16 noon-3/17	3/17/17
Inst 25 Lag	3/2-3/15	3/30/17	3/14/17	3/15/17	3/15/17	3/17/17	3/21/17	3/23 noon-3/24	3/24/17
Inst 26 Curr	3/16-3/29	3/30/17	3/14/17	3/15/17	3/15/17	3/17/17	3/21/17	3/23 noon-3/24	3/24/17
Admin 25 Lag	3/9-3/22	4/5/17	<b>3/20/17</b>	<b>3/21/17</b>	<b>3/21/17</b>	3/24/17	3/28/17	3/30 noon-3/31	3/31/17
Admin 26 Curr	3/23-4/5	4/5/17	<b>3/20/17</b>	<b>3/21/17</b>	<b>3/21/17</b>	3/24/17	3/28/17	3/30 noon-3/31	3/31/17
Inst 26 Lag	3/16-3/29	4/13/17	3/28/17	3/29/17	3/29/17	3/31/17	4/4/17	4/6 noon-4/7	4/7/17
Inst 1 Curr	3/30-4/12	4/13/17	3/28/17	3/29/17	3/29/17	3/31/17	4/4/17	4/6 noon-4/7	4/7/17
Admin 26 Lag	3/23-4/5	4/19/17	4/4/17	4/5/17	4/5/17	4/7/17	4/11/17	4/13 noon-4/14	4/14/17
Admin 1 Curr	4/6-4/19	4/19/17	4/4/17	4/5/17	4/5/17	4/7/17	4/11/17	4/13 noon-4/14	4/14/17

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